

## Diversity Outreach

The City of Knoxville realizes the importance of diversity in all aspects of local government. The Purchasing Office is no exception. Small, Minority-owned, Woman-owned, Veteran-owned & Service-Disabled Veteran-owned businesses play an important role in the progress and continued success of this great city. The City of Knoxville looks forward to doing business with you and sincerely hopes this information will help you compete for City business.



# CITY OF KNOXVILLE

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*City of Knoxville  
Purchasing Division*



*We Want Your Business*

## Business Opportunities

The City of Knoxville achieves the highest degree of open, free market competition when soliciting bids, proposals and/or qualifications. Spending approximately \$50 million per year on products and services of various types, the City likes to conduct its business with local and regional companies whenever possible. By posting bid opportunities on the website, and participating in various outreach programs throughout the year, the purchasing division is committed to keeping the community informed of available opportunities.

Below are just some of the products and services the City buys each year:

Automation Maintenance & Service	Appliances
Automotive Repair & Parts	Beverages
Police Equipment	Vehicles
Computers & Printers	Clothing
Construction	Fuel
Decorations for Special Events	Gravel/Rocks
Janitorial Services & Supplies	Concrete
Promotional Displays & Items	Printing
Landscaping Services & Supplies	Signs
Lawn Care Services	Pest Control
Architectural & Engineering	Office Supplies
Recreational Equipment/Installation	Office Furniture
Safety Equipment & Supplies	Liquid Soap
Traffic Lights & Equipment	Bus Parts

There are many other products and services the City of Knoxville buys throughout the year. Feel free to contact us for more detailed information.

## Avenues of Procurement

### Purchasing Cards

P-cards are issued to employees in various departments throughout city government, allowing them to purchase directly from suppliers. Each card is tailored specifically toward its department's needs and typically has a \$300 per single purchase limit.



### Competitive Process

Purchases below \$5,000 are at the City's discretion. Each department is allowed to purchase without a formal competitive process.

Purchases between \$5,000 and \$25,000 generally require three written quotes generated by the Purchasing Office. These quotes can be faxed, emailed or hand-delivered.

Purchases of \$25,000 and above require solicitations through sealed bids, request for proposals, or request for qualifications from the Purchasing Office.



## Get Involved...

The City of Knoxville's Vendor Self-Service Portal is intended to facilitate communications and timely payments. Set up your Self-Service Account and register the goods/services you provide to receive email notifications of business opportunities as they arise by going to [www.knoxvilletn.gov/purchasing](http://www.knoxvilletn.gov/purchasing). Click on the link "Vendor Self-Service Account—Set Up and Log-in," then follow the instructions. Once registered, keep your contact information current.



To establish a relationship with City Purchasing:

- Register your business by creating an online Vendor Self-Service Account from the website at [www.knoxvilletn.gov/purchasing](http://www.knoxvilletn.gov/purchasing).
- Review historical files in the Purchasing Office to see what your competition charges and provides with regard to the service/commodity you are interested in.
- Contact the Purchasing Office or visit our website frequently for sealed bid opportunities of \$25,000 or more in value.
- Purchasing also post quote opportunities for products/services valued between \$5,000 and \$25,000 on its website at [www.knoxvilletn.gov/purchasing](http://www.knoxvilletn.gov/purchasing).
- Stay current on insurance, certifications & licenses.
- Contact the Purchasing Office with questions.
- Submit bids on time—the City cannot accept late bids.
- Price your product/service competitively. Cost is an important factor in the bidding process.